## FREQUENTLY ASKED QUESTIONS

Following are the answers to some frequently asked questions. Please note: These answers are subject to change, because the KRS and KAR upon which these answers are based can change. If there is a discrepancy between an answer below and the KRS, the KRS is correct.

1) Based upon my appointment date, when will my health and life insurance become effective?
   Answer: You begin working in one month, the health and life insurance is paid in the following month to become effective on the first day of the next month after the payment is made. (Example: Employed 2-22-01, insurance is paid on 3/1-15/01 pay period and is effective 4-1-01)

2) Who would I need to contact if I have a problem or questions about my paycheck?
   Answer: You would need to contact an employee of the Payroll Branch at 564-8066.

3) If there is a discrepancy in my leave balances or months of state service, who would I need to contact?
   Answer: You would need to contact an employee of the Payroll Branch at 564-8066.

4) If I wish to become a member of a state credit union, how can I do this?
   Answer: You would need to contact the credit union directly. Commonwealth Credit Union 564-4775 and Kentucky Employees Credit Union 564-5597

5) What should I do if become injured on the job?
   Answer: You will need to notify your supervisor immediately so that the necessary paperwork can be completed. If your injury requires you to seek medical attention, you would need to inform your medical provider that it is a work-related injury (Do not submit your health insurance card)

6) If I need to change my beneficiaries, who would I need to contact to get the necessary forms?
   Answer: You could contact anyone in the Payroll Branch at 564-8066 to get the beneficiary forms for retirement and the group life insurance.

7) If my home address changes, what do I need to do?
   Answer: You would need to notify your personnel office in order for them to inform OAS to make the change on your personnel action. You will also need to contact the Payroll Branch at 564-8066 in order to get the health insurance change form to change your address with your health insurance company. **You are responsible for notifying the Kentucky Retirement Systems, Credit Unions, etc. of your new address.**

8) If I wish to donate or receive donated annual and/or sick leave, who would I need to contact and/or what would I need to do?
   Answer: You would need to contact an employee of the Payroll Branch at 564-8066 in order to get the necessary forms. If you are the one who is to receive the donated leave, you must apply for it on or before the date for which the leave is needed.

9) Can I pick up previous months of state service which were worked in another state agency even though I had a break in service?
Answer: Yes, if you previously worked in state government, the Payroll Branch will verify the service with the Department of Personnel, and once the verification is received, the Payroll Branch will add these months and any sick leave retained to your payroll record.

10) If I am a retiree who is returning to work, can I count my previous state service for leave accrual purposes?
Answer: No, if you are a retiree who is returning to work, you cannot count previous state service months for your current employment nor will you receive credit for unused sick leave since it has been reported to the Retirement Systems for service credit.

11) If I have a question regarding my time and attendance, who should I contact for assistance?
Answer: You would need to contact an employee of the Payroll Branch at 564-8066.

12) What must I do to change my overtime status if I am in a position which is non-exempt (eligible for time and ½ for hours actually worked over forty)?
Answer: You must complete an overtime election form which can be obtained from the Payroll Branch. The effective date will be the first Sunday following the date formed is turned in to your personnel person. Once this change has been made, you cannot elect to change it again for 6 months.

13) If I wish to sign up for a savings bond deduction, what would I need to do?
Answer: You can contact the Payroll Branch to get the savings bond application of your choice (Series EE or Series I or both). You would need to complete the applications of your choice, sign and date them, and return them to the Payroll Branch, Room 392, Capitol Annex for payroll deduction.

14) When will I receive my first paycheck?
Answer: You will receive your first paycheck approximately 3 to 3 ½ weeks after your employment date.

15) If I become ill and have to take a leave of absence, what are the necessary actions I would need to take?
Answer: You would need to notify your supervisor immediately. Also, if you qualify for family medical leave (FMLA), you would need to complete the FMLA application and provide the certification by your physician. You may be required to provide periodic doctor statements attesting to your inability to perform your job duties.

16) Is it mandatory that I have retirement withheld from my paychecks?
Answer: If you are employed in a permanent position, you are required to have the 5% retirement contributions (KERS) withheld from your paychecks. The state also contributes to your retirement account.

17) Can I have a portion of my paycheck deferred, and if so, what will I need to do?
Answer: Yes, you can defer a specific amount from each of your paychecks. You will need to contact Deferred Comp at 573-7925 for more information.

18) If I resign, will I be paid for my annual, sick, and comp leave?
Answer: You will be paid for your annual leave hours up to the maximum hours you are allowed based on your months of service. You will be paid for all comp time hours. Your sick leave hours will remain on your record and upon verification, you may have these hours added back to your active record if you return to state government in the future.

19) What happens to the excess annual leave if I have more than the maximum allowed when I resign or retire?
Answer: If you resign, you will lose any excess annual leave hours above the maximum hours allowed; therefore, it would benefit you to use the excess annual leave with the approval of your supervisor. If you retire, those excess annual leave hours will roll over to your sick leave balance and be included in the sick leave hours reported to the Retirement Systems upon your retirement.

20) What documentation is required for court/jury leave, blood leave, military leave, voting leave, etc?
Answer: You are required to provide the following documentation with your time and attendance for each pay period for which these are shown: court leave/jury leave-copy of the subpoena and/or documentation from the court (Note: you cannot use court leave if the employee or a member of his family is a party to the proceeding), blood leave-blood donation slip from the American Red Cross, etc., military leave-a copy of the military orders, voting/election leave-you are not required to provide documentation.

21) If I cannot make it to work due to adverse weather, can I use my leave and will it be approved?
Answer: You will be responsible for notifying your supervisor in a timely manner as specified by your office policies if you are unable to report to work due to adverse weather conditions. You can use your annual or compensatory leave for this absence or you may elect to make up the time if you do not have annual or compensatory leave balances. If you elect to make up the time missed, you must do so within four months of the absence and you cannot work more than 40 hours in any one week.

22) What is withheld from my annual and comp time payments upon termination?
Answer: The following is withheld from your annual leave check: 7.65% FICA tax, 27% federal tax, 6% state tax, local tax based upon the percentage of withholding for the locality in which you work. The following is withheld from your comp time check: 7.65% FICA tax, 5% retirement, 27% federal tax, 6% state tax, local tax based upon the percentage of withholding for the locality in which you work. (Note: the 5% retirement withheld is not subject to the FICA, federal, or state tax withholding when your comp time payment is calculated)

23) Can I defer Block 50 payments into Deferred Comp?
Answer: Yes, if you wish to do this. You would need to contact Deferred Comp at 573-7925 prior to the Block 50 payment being made in order to complete the paperwork. You also need to contact Sandy Bain of the Payroll Branch at 564-8066 at the time you reach 240 hours of comp time in order for the Block 50 check to be deferred. The Payroll Branch will need a copy of your Deferred Comp authorization form prior to the payment of the Block 50.

24) Can I defer my termination pay into Deferred Comp when I resign or retire?
Answer: Yes, you would need to contact Sandy Bain of the Payroll Branch at 564-8066 at the time of your resignation or retirement. You must also contact the Deferred Comp office at 573-7925 at least a month prior to your termination date in order to complete the necessary paperwork for the deferral. The Payroll Branch will need a copy of your Deferred Comp authorization form prior to your termination.

25) Will I receive holiday pay for all state holidays and how many hours will I receive?
Answer: All state employees receive holiday pay based on the following: Full time employees receive holiday pay for either 7 ½ or 8 hours based on the work week code on the P-1. Part-time employees are to be paid for 3.75 hours. Interim employees are to be paid for 7-½ hours. Co-op/Interns shall receive holiday pay for the hours scheduled to work.

26) If I decide to retire or resign, what must I do?
Answer: If you plan to resign, you are required to give at least a two week written notice to your supervisor. If you will be retiring, you will need to contact the Retirement Systems well in advance (a month or two) to complete the required paperwork. You are also required to give at least a two week written notice to your supervisor.

27) If I file for disability retirement with the Retirement Systems, when do I need to submit my retirement letter to my employer?
Answer: You will need to submit your retirement letter to your supervisor immediately upon the approval of your disability retirement by the Retirement Systems. NOTE: You cannot receive retirement benefits and continue to remain on our payroll. You would also want to file for disability Social Security with your local Social Security Office.

28) If I have a qualifying event, how soon must I complete the form to change my health insurance?
Answer: You have 30 days (60 days for a birth) in which to submit your health insurance change; however, if you wait, you could owe arrears or you may be owed a refund. Remember, the health insurance is paid a month in advance.

29) If there is too much money withheld from my paycheck for a certain deduction, who would I need to contact to get a refund?
Answer: You would need to contact an employee of the Payroll Branch at 564-8066.

30) What payroll deductions are non-taxable?

Answer: Retirement, health insurance, and Flexible Spending Account (healthcare and daycare) are not subject to FICA, federal or state tax at the time of the withholding. Deferred Comp is not subject to federal or state tax at the time of the withholding.

31) Who would I contact if I lose my paycheck?
Answer: You will need to contact Sandy Bain of the Payroll Branch at 564-8066. You should be aware that it usually takes a couple of days to have a duplicate check issued when you lose your paycheck.

32) Would I qualify for unemployment benefits if I am terminated or quit my job?
Answer: If you voluntarily quit your job or are terminated for misconduct, you will not be eligible to receive unemployment insurance benefits. However, if you lose your job due to a layoff or termination of the position, or for any other reason beyond your control, you may be eligible to file for and receive unemployment insurance benefits. You would need to go to the Unemployment Office in your area to file.

33) If I lose my W-2 or do not receive my W-2 at the end of the year, who would I need to contact in order to get my W-2 form?
Answer: You would need to contact the Payroll Branch at 564-8066.

34) If I have a death in my family and need to be off from work to attend the funeral or make funeral arrangements, must I use my own leave?
Answer: Yes, you may use your sick leave to attend the funeral of a family member(as defined in the regulations) for up to three days.

35) Can I stop my flexible spending account deductions at any time?
Answer: No, you must have a qualifying event in order to make changes or stop the deduction for your flexible spending account. Payroll Branch can answer questions (phone 564-8066).

36) If I want to sign up with a dental plan, how do I get the information?
Answer: John Morris of the Personnel Branch can provide you with a list of the dental companies and their phone numbers. (Numbers are also listed on the Orientation Website.) You must contact them to get the necessary information to complete for payroll deductions for the plan you choose. John can be reached at 564-7233.

37) What are the eligibility requirements for family medical leave (FMLA)?
Answer: An employee must have worked for the employer for a total of 12 months; the employee must have been paid for at least 1250 hours over the previous 12 months; and employee must be off from work due to a reason specified for FMLA leave entitlement. For more information, you may contact Sandy Bain at 564-8066.

38) What are the eligibility requirements for donated sick leave and/or donated annual leave?
Answer: To receive donated sick leave, you must complete the application for sick leave sharing on or prior to the date for which you will need the donated leave. The medical condition for which you are requesting the donated leave must require that you be on

leave for at least 10 consecutive working days. You are required to provide a doctor statement attesting to the reason you will need to be off from work and the time period for which you will need to be off from work. You will be required to use all of your annual, sick, and comp leave prior to using any donated sick leave. Employees who wish to donate sick leave to another employee may do so by completing the sick leave donor form. The donor must donate a minimum of 7½ hours and must retain at least 75 hours of sick leave on his record after the donation in order to be eligible to donate. All unused donated sick leave will be restored to the donor once the recipient has returned to work.
To receive donated annual leave, the employee must suffer from a catastrophic loss to his or her personal property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to go on leave for at least 10 consecutive working days. You must complete an application for annual leave sharing. You are required to use all of your annual and compensatory leave balances prior to using donated annual leave. The appointing authority with the approval of the Commissioner of the Department of Personnel shall determine the amount of annual leave that an employee of this agency may receive. The maximum amount of shared annual leave that may be received or used by an eligible employee shall be limited to 200 work hours. The donor must complete an annual leave donation form. He/she must donate a minimum of 7½ hours and must retain at least 75 or more hours of annual leave on his/her record after the donation. All unused donated annual leave will be restored to the donor when the recipient returns to work. For more information, you may contact Sandy Bain at 564-8066.

39) If my personnel action to appoint me is approved late, when can I expect to receive my first paycheck?
Answer: In most cases, you can expect to receive your paycheck on the afternoon of pay day. There are very few times when it could be a day or two after pay day due to problems with the personnel action.

40) If I do not have any leave balances and need to be off from work, what do I need to do?
Answer: You first need to discuss the need to be off with your supervisor. Many agencies have policies and procedures in place to cover these situations and many situations require different approaches. If you have additional questions, you may contact Sandy Bain at 564-8066.

41) If I have signed an authorization for other insurance to be withheld from my paychecks and the deduction is not being withheld, what should I do?
Answer: You should contact John Morris of the Personnel Branch at 564-7233 to see if she has received the authorization form signed by you. If she has not received it, you will need to contact the insurance company or representative to have them forward the signed authorization to John Morris.

42) If I want to buy additional service credit for my retirement, what should I do?
Answer: You will need to contact the Retirement System and/or meet with them. They will most likely require you to provide proof of the service time you are wishing to purchase. You can have the Retirement System set up payroll deductions from your paychecks to purchase service credit. The Retirement Systems can answer any questions

you might have. The Kentucky Retirement Systems phone number is 564-4646 and Teachers Retirement phone number is 573-3266.

43) If I want to cancel a payroll deduction, what do I need to do?
Answer: You will need to request the cancellation in writing, sign it, date it, and put your social security number on it, then forward it to the Payroll Branch, 392 Capitol Annex. If you have additional questions, you may call the Payroll Branch at 564-8066.

44) If my time and attendance was submitted incorrectly, what should I do in order to correct this?
Answer: If the payroll for that pay period has already been processed, you will need to prepare a corrected timesheet with all correct information on it, sign it, and have the supervisor sign it. Please write "CORRECTED COPY" in red on the top of the corrected timesheet, then forward it to the Payroll Branch. If you have questions, you may call the Payroll Branch at 564-8066.

45) Can I sign up for additional life insurance with the state sponsored life insurance company at any time?
Answer: Yes, but you may be required to provide evidence of insurability depending on the circumstances and/or for insurance over $150,000. Enrollment for optional life insurance or dependent life insurance can be made between the date of employment and 30 days following the date of your employment without evidence of good health. If you have additional questions, you may call John Morris at 564-7233.

46) How can I find out how many exemptions I am claiming on my federal and state taxes?
Answer: You may contact an employee of the Payroll Branch at 564-8066 and they can look the information up for you. If you wise to make a change to federal or state tax withholding, you are required to complete a new W-4 and/or K-4 form and return it to the Payroll Branch.

47) If I do not make a satisfactory grade in a class which state government has paid for, and must reimburse the state, what are my options?
Answer: You can either pay the entire amount owed for the class by personal check or you may elect to set up payroll deductions to reimburse the state for the class. You will need to contact Sandy Bain at 564-8066 in order to set up payroll deductions.

48) If I lose my check stub, can I get a copy of the information for that pay period?
Answer: Although you cannot get another check stub, the Payroll Branch can provide you with a copy of a payroll report which indicates your gross pay, deductions, and net pay. Call 564-8066 to get a copy.

49) What do I need to do in order to sign up for Earned Income Credit?
Answer: You will need to complete the W-5 form for each year for which you elect to receive the earned income tax credit through payroll. You may call Sandy Bain at 564-8066 to get this form.